

OFFICE OF THE COMPTROLLER

Comptroller's Office

General supervision, direction, and administration of Comptroller's Office including clerical support.

Technically trained accountants with clerical support engaged in developing and installing accounting systems and financial reporting procedures for domestic and overseas installations and projects.

Accountants with clerical support engaged in developing and maintaining financial analysis and preparing analytical reports and statements.

Division

Persons engaged in preparation or formulation and execution of Agency budgetary program.

Division

Supervision, direction, and administration of Fiscal Division including clerical support.

Personnel handling payroll preparation, retirement, and leave matters on 9369 headquarters vouchered people including consultants.

Handling Treasury Disbursement activities for vouchered transactions.

Auditors who perform the audit of all travel vouchers and miscellaneous claims against Agency before payment is made by Disbursing Officer.

Personnel engaged in maintaining over-all accounting records for Agency.

Personnel engaged in clerical support for the Division such as registry and/or assembly of receiving information to billings prior to forwarding to auditors.

Records Division

Personnel engaged in IBM tabulating and machine operations relating to payroll, funds and inventory accounting and personnel statistics.

Division

Supervision, direction, and administration of Division including clerical and registry support.

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Finance Division (Cont'd)

Maintenance of accounting records for Confidential Funds including clerical support.

Maintenance of proper accounting records and financial controls in proprietary and subsidy projects - Approximately 125 such projects.

Certification for payment of confidential fund transactions.

Disbursement and dissemination of foreign exchange and monetary information to overseas stations and operating divisions.

Payrolling of unvouchered personnel, agents, contract employees, etc., [REDACTED]

Audit and cost reporting of contracts with various industrial firms.

Trainee personnel recruiting for overseas assignment.

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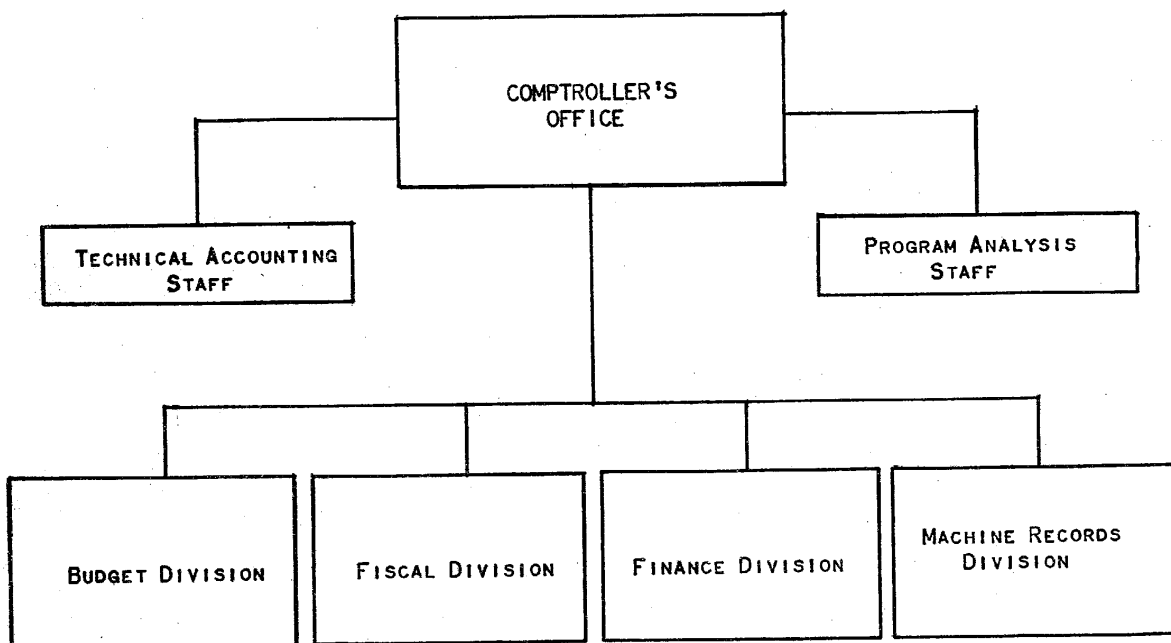
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CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE COMPTROLLER

ORGANIZATIONAL CHART



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CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE COMPTROLLER

DIRECTS AND SUPERVISES THE DEVELOPMENT AND ADMINISTRATION OF THE OVERALL BUDGETARY AND FINANCIAL PROGRAM OF THE AGENCY.
CONDUCTS NECESSARY LIAISON WITH OPERATING OFFICIALS, THE BUREAU OF THE BUDGET AND OTHER GOVERNMENT AGENCIES.
PLANS AND RECOMMENDS THE ESTABLISHMENT OF AGENCY FINANCIAL AND BUDGETARY POLICY AND PROCEDURES (IN COORDINATION WITH OTHER AGENCY OFFICIALS).
PERFORMS SIMILAR FUNCTIONS PERTAINING TO NSC OPERATIONS.

TECHNICAL ACCOUNTING STAFF

DEVELOPS AND INSTALLS THE NECESSARY ACCOUNTING SYSTEMS AND FINANCIAL REPORTING PROCEDURES

PROGRAM ANALYSIS STAFF

DEVELOPS AND MAINTAINS EFFECTIVE PROGRAM AND FINANCIAL ANALYSIS AND PREPARES AND DISTRIBUTES APPROPRIATELY ANALYTICAL REPORTS AND STATEMENTS.

BUDGET DIVISION

DEVELOPS AND ADMINISTERS AGENCY BUDGETARY PROGRAM.
PREPARES THE AGENCY'S ANNUAL BUDGET ESTIMATES FOR BOTH VOUCHERED AND UNVOUCHERED FUNDS.
CONTROLS AND ALLOTS ALL FUNDS AND ASSISTS ALL ORGANIZATIONAL COMPONENTS OF THE AGENCY IN PROGRAMMING THEIR REQUIREMENTS.
PROVIDES BUDGETARY AND STATISTICAL DATA FOR THE BUREAU OF THE BUDGET FOR ALL TYPES OF FUNDS.
MAINTAINS WORKING LEVEL LIAISON WITH THE BUREAU OF THE BUDGET AND OTHER AGENCIES AND DEPARTMENTS.

FISCAL DIVISION

MAINTAINS OVERALL ACCOUNTING RECORDS FOR ALL AGENCY FUNDS AND DETAILED ACCOUNTING RECORDS FOR VOUCHERED FUNDS, INCLUDING THE PREPARATION OF MONTHLY OBLIGATION AND EXPENDITURE REPORTS.
AUDITS ALL VOUCHERED EXPENDITURES COVERING MISCELLANEOUS CLAIMS, TRAVEL AND INTER-AGENCY TRANSFERS.
EFFECTS DISBURSEMENT OF ALL VOUCHERED CIA FUNDS; MAINTAINS APPROPRIATE CONTROLLING RECORDS AND PREPARES REPORTS TO THE DISBURSING OFFICE, U. S. TREASURY AS REQUIRED.
PREPARES PAYROLLS AND MAINTAINS RELATED EMPLOYEE RECORDS.
CONDUCTS WORKING LIAISON WITH GENERAL ACCOUNTING OFFICE AND TREASURY DEPARTMENT.
PERFORMS SIMILAR FUNCTIONS PERTAINING TO NSC OPERATIONS.

FINANCE DIVISION

ADMINISTERS AND SUPERVISES UNVOUCHERED FINANCIAL OPERATIONS, INCLUDING RECEIPT, CUSTODY, USE OF AND ACCOUNTING FOR SUCH FUNDS, BOTH WITHIN AND OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES.

MACHINE RECORDS DIVISION

DEVELOPS AND APPLIES TABULATING MACHINE TECHNIQUES IN THE KEEPING OF RECORDS, PRIMARILY IN THE ADMINISTRATIVE FIELD, LOOKING TOWARD THE ELIMINATION OF MANUAL METHODS WHEREVER POSSIBLE, EFFECTING DOLLAR ECONOMIES AND INCREASED EFFICIENCIES, AND PERMITTING THE PRODUCTION OF SUCH REPORTS AND INFORMATION AS MAY BE REQUIRED FOR GOOD ADMINISTRATIVE MANAGEMENT, FOR AUDITING, AND FUTURE PLANNING PURPOSES.

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CENTRAL INTELLIGENCE AGENCY
DEPUTY DIRECTOR (ADMINISTRATION)
OFFICE OF THE COMPTROLLER

FUNCTIONS: THE OFFICE OF THE COMPTROLLER IS RESPONSIBLE FOR THE DEVELOPMENT AND ADMINISTRATION OF THE OVERALL BUDGETARY AND FINANCIAL PROGRAM OF THE AGENCY. THIS INVOLVES THE DEVELOPING AND JUSTIFYING TO THE BUREAU OF THE BUDGET AND THE CONGRESS ANNUAL BUDGET ESTIMATES; FORMULATING AND ADMINISTERING A PROGRAM OF BUDGETARY EXECUTION TO ASSURE THE PREVALENCE OF A BALANCED RELATIONSHIP BETWEEN FUNDS AND ACTIVITY REQUIREMENTS TO ACCOMPLISH AN ORDERLY AND EFFECTIVE PROGRAM OF EXPENDITURE; PROCURING THROUGH COVERT AND SEMI-COVERT CHANNELS AND PROCEDURES THE ANNUAL APPROPRIATIONS MADE ON BEHALF OF CIA; ESTABLISHING ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES AND OTHERWISE PROVIDING STAFF ADVICE TO THE AGENCY ON ALL RELATED MATTERS TO INSURE THE ESTABLISHMENT AND MAINTENANCE OF APPROPRIATE CONTROLS AND REGULATIONS WITH RESPECT TO ACCOUNTING AND AUDIT MATTERS; AND SUPERVISING THE USE OF BOTH VOUCHERED AND UNVOUCHERED FUNDS FOR AGENCY WORLD-WIDE ACTIVITIES AND OTHER FINANCIAL MATTERS INVOLVING AGENCY POLICY AND PROCEDURE WITH OTHER APPROPRIATE OFFICIALS CONCERNED WITH INTERNAL MANAGEMENT PROBLEMS.

THE OFFICE OF THE COMPTROLLER MAINTAINS CLOSE LIAISON WITH ALL OFFICES WITHIN THE AGENCY IN CONNECTION WITH PROCEDURES INVOLVING THE INTERNAL ADMINISTRATION OF BUDGETARY AND FISCAL AFFAIRS. EXTERNAL BUDGETARY AND FISCAL ACTIVITIES REQUIRE COORDINATION AND LIAISON WITH COMMITTEES OF CONGRESS, THE BUREAU OF THE BUDGET, TREASURY DEPARTMENT, GENERAL ACCOUNTING OFFICE, DEPARTMENTS OF STATE, ARMY, NAVY, AIR FORCE, AND OTHER GOVERNMENTAL AGENCIES. CONTINUED LIAISON IS EXERCISED WITH BUDGETARY AND FISCAL OFFICIALS IN OTHER AGENCIES TO INSURE THAT FINANCIAL PROCESSING MEETS SECURITY REQUIREMENTS. FOR SECURITY REASONS SPECIAL PROCEDURES ARE EFFECTED IN ORDER TO PERMIT DEVIATIONS FROM THE NORMAL GOVERNMENTAL ROUTINE CHANNELS. THE OFFICE OF THE COMPTROLLER SUSTAINS CLOSE COORDINATION WITH THE OFFICE OF GENERAL COUNSEL ON LEGAL ASPECTS OF BUDGET AND FISCAL MATTERS.

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CENTRAL INTELLIGENCE AGENCY
DEPUTY DIRECTOR (ADMINISTRATION)
OFFICE OF THE COMPTROLLER

TECHNICAL ACCOUNTING STAFF

FUNCTIONS: THE TECHNICAL ACCOUNTING STAFF DEVELOPS AND INSTALLS ACCOUNTING SYSTEMS AND FINANCIAL REPORTING METHODS AND PROCEDURES FOR ALL COMPONENTS OF THE AGENCY AND PROJECTS; MAKES PERIODIC INSPECTIONS OF OVERT AND COVERT ACTIVITIES, BOTH DOMESTIC AND FOREIGN, FOR THE PURPOSE OF COORDINATING FINANCIAL MATTERS AND INSTALLING ACCOUNTING SYSTEMS AND PROCEDURES AS REQUIRED TO CONFORM WITH AGENCY POLICY, AND ASSISTS OPERATING UNITS OF THE AGENCY IN THE FINANCIAL PHASE OF PROJECT PLANNING.

PROGRAM ANALYSIS STAFF

FUNCTIONS: THE PROGRAM ANALYSIS STAFF DEVELOPS AND MAINTAINS EFFECTIVE PROGRAM AND FINANCIAL ANALYSIS AND PREPARES AND DISTRIBUTES APPROPRIATELY ANALYTICAL REPORTS AND STATEMENTS.

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CENTRAL INTELLIGENCE AGENCY
DEPUTY DIRECTOR (ADMINISTRATION)
OFFICE OF THE COMPTROLLER

BUDGET DIVISION

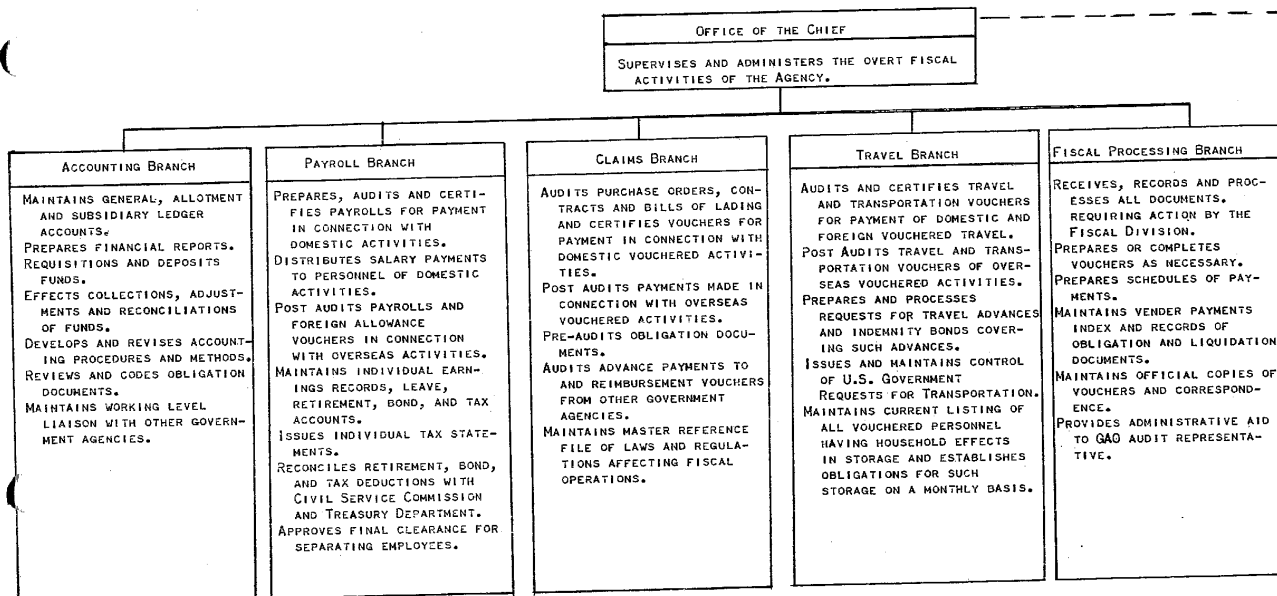
FUNCTIONS: THIS DIVISION IS RESPONSIBLE FOR ADMINISTERING THE BUDGETARY AFFAIRS OF THE AGENCY. IN THIS CONNECTION THE DIVISION ASSISTS OTHER OFFICIALS IN THE DEVELOPMENT OF LONG-RANGE BUDGETARY PROGRAMS AND PLANS; RENDERS ADVICE AND ASSISTANCE TO ALL ORGANIZATIONAL COMPONENTS OF THE AGENCY IN THE PREPARATION OF ANNUAL BUDGET ESTIMATES; ANALYZES AND CONSOLIDATES DATA RECEIVED FROM OTHER OFFICES AND PREPARES THE ANNUAL BUDGET ESTIMATES FOR THE AGENCY AS A WHOLE; PARTICIPATES IN THE ACQUISITION OF FUNDS FOR THE AGENCY; ADMINISTERS AND CONTROLS THE FUNDS ACQUIRED BY THE AGENCY THROUGH A PLANNED BUDGET EXECUTIVE PROGRAM; PROVIDES BUDGETARY AND STATISTICAL DATA TO BE USED IN JUSTIFYING THE ESTIMATES; ASSISTS THE COMPTROLLER IN REPRESENTING THE AGENCY BEFORE THE BUREAU OF THE BUDGET, CONGRESS, AND OTHER AGENCIES AND DEPARTMENTS; AND ESTABLISHES AND SUPERVISES THE MAINTENANCE OF RECORDS RELATING TO THE BUDGETARY ACTIVITIES OF THE AGENCY.

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CENTRAL INTELLIGENCE AGENCY
OFFICE OF THE COMPTROLLER
FISCAL DIVISION - FUNCTIONAL CHART



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CENTRAL INTELLIGENCE AGENCY
DEPUTY DIRECTOR (ADMINISTRATION)
OFFICE OF THE COMPTROLLER

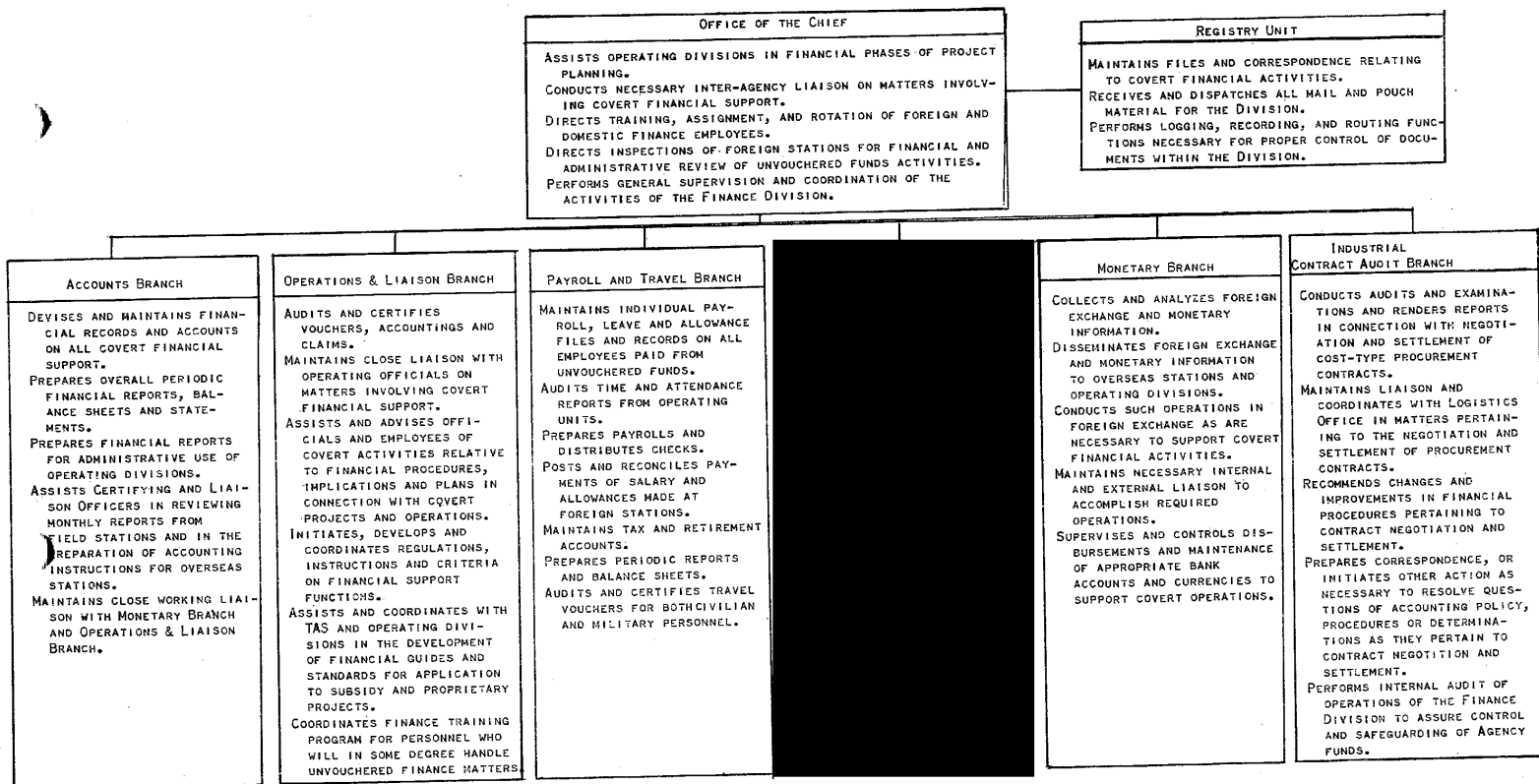
FISCAL DIVISION

FUNCTIONS: THIS DIVISION IS RESPONSIBLE FOR PLANNING, COORDINATING, REVIEWING, ADMINISTERING, DEVELOPING, AND MAINTAINING THE ACCOUNTING AND AUDIT CONTROL OF ALL VOUCHERED FUNDS AND THE REPORTING CONTROL OF ALL VOUCHERED AND UNVOUCHERED FUNDS APPROPRIATED OR TRANSFERRED TO CIA AND NSC. THE DIVISION, IN ADDITION TO MAINTAINING ACCOUNTING RECONCILIATION AND APPROPRIATION REPORTING CONTROL OF ALL CIA AND NSC FUNDS, MAINTAINS ALLOTMENT ACCOUNTING FOR ALL VOUCHERED ACTIVITIES, AUDITS ALL VOUCHERED FUNDS EXPENDITURES, AND PREPARES AND AUDITS PAYROLLS FOR ALL VOUCHERED PERSONNEL, KEEPING RELATED INDIVIDUAL EMPLOYEE RECORDS OF LEAVE, INCOME, DIFFERENTIALS, ALLOWANCES, RETIREMENT, TAXES AND BOND PURCHASES. IT IS ALSO RESPONSIBLE FOR EFFECTING RECONCILIATIONS AND REPORTING ALL RETIREMENT AND TAX TRANSACTIONS, AND INTERPRETS AND APPLIES THE PROVISIONS OF LAWS, REGULATIONS, AND AGENCY POLICIES RELATING TO THE ACCOUNTING FOR AND EXPENDITURE OF VOUCHERED FUNDS. THE DIVISION PREPARES FINANCIAL REPORTS AND STATEMENTS AS REQUIRED, PERFORMS WORKING LIAISON WITH THE GENERAL ACCOUNTING OFFICE, TREASURY DEPARTMENT, DEPARTMENTS OF STATE AND DEFENSE, THE CIVIL SERVICE COMMISSION, AND OTHER AGENCIES ON MATTERS RELATING TO VOUCHERED FISCAL ACTIVITIES OF THE AGENCY AND NSC; AND PREPARES INQUIRIES AND REPLIES REGARDING GENERAL ACCOUNTING OFFICE QUESTIONS AND EXCEPTIONS. IN ADDITION TO THE OFFICE OF THE CHIEF, THE FISCAL DIVISION CONSISTS OF THE FOLLOWING SIX BRANCHES: ACCOUNTING, PAYROLL, CLAIMS, TRAVEL, FISCAL PROCESSING, AND DISBURSING.

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FINANCE DIVISION - FUNCTIONAL CHART



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CENTRAL INTELLIGENCE AGENCY

DEPUTY DIRECTOR (ADMINISTRATION)

OFFICE OF THE COMPTROLLER

FINANCE DIVISION

FUNCTIONS: THIS DIVISION ADMINISTERS THE UNVOUCHERED FUNDS PROGRAM OF THE AGENCY IN CONFORMANCE WITH THE POLICIES AND REGULATIONS ESTABLISHED BY THE DIRECTOR; MAINTAINS APPROPRIATE ACCOUNTS AND RECORDS PERTAINING TO THE SAFEKEEPING AND DISBURSEMENT OF UNVOUCHERED FUNDS; DIRECTS THE ACTIVITIES OF AGENT CASHIERS AND CONFIDENTIAL FUNDS OFFICERS WITHIN AND WITHOUT THE UNITED STATES; DEVISES AND ADMINISTERS UNIFORM STANDARDS FOR THE AUDIT, CERTIFICATION, AND PAYMENT OF OFFICIAL EXPENSES IN SUCH MANNER AS TO INSURE OPERATIONAL SECURITY; PREPARES PERIODIC AND SPECIAL FINANCIAL REPORTS AND STATEMENTS AS REQUIRED; MAINTAINS WORKING LIAISON WITH OTHER GOVERNMENT AGENCIES IN CONNECTION WITH COVERT AGENCY OPERATIONS CONDUCTED JOINTLY WITH SUCH AGENCIES; CONDUCTS SUCH FOREIGN EXCHANGE OPERATIONS AS ARE NECESSARY TO SUPPORT OVERSEAS OPERATIONS OF THE AGENCY; PERFORMS A CONTINUOUS AUDIT OF DISBURSEMENTS AND ACCOUNTS RELATING TO DOMESTIC AND OVERSEAS ACTIVITIES; MAINTAINS CLOSE LIAISON WITH OPERATING UNITS OF THE AGENCY TO PROVIDE EFFICIENT AND SECURE SOLUTION TO FINANCIAL PROBLEMS PERTAINING TO COVERT AND CONFIDENTIAL ACTIVITIES; AND CONDUCTS A TRAINING PROGRAM IN SPECIALIZED COVERT FINANCIAL PROCEDURES FOR EMPLOYEES GOING OVERSEAS. IN ADDITION TO THE OFFICE OF THE CHIEF, THE FINANCE DIVISION CONSISTS OF SIX BRANCHES: ACCOUNTS, OPERATIONS AND LIAISON, PAYROLL AND TRAVEL, [REDACTED] MONETARY, AND INDUSTRIAL CONTRACT AUDIT BRANCHES.

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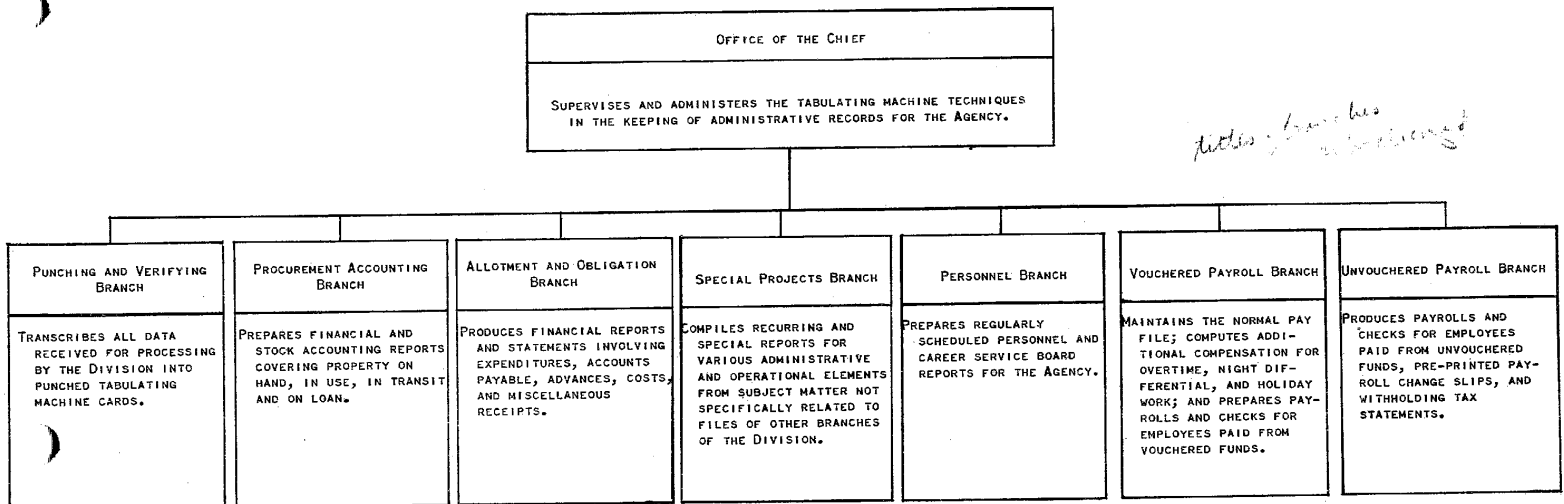
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CENTRAL INTELLIGENCE AGENCY
OFFICE OF THE COMPTROLLER

MACHINE RECORDS DIVISION - FUNCTIONAL CHART



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CENTRAL INTELLIGENCE AGENCY
DEPUTY DIRECTOR (ADMINISTRATION)

MACHINE RECORDS DIVISION

FUNCTIONS: THE MACHINE RECORDS DIVISION IS RESPONSIBLE FOR THE DEVELOPMENT AND APPLICATION OF TABULATING MACHINE TECHNIQUES IN THE KEEPING OF RECORDS, PRIMARILY IN THE ADMINISTRATIVE FIELD, LOOKING TOWARD THE ELIMINATION OF MANUAL METHODS WHEREVER POSSIBLE, EFFECTING DOLLAR ECONOMIES AND INCREASED EFFICIENCIES, AND PERMITTING THE PRODUCTION OF SUCH REPORTS AND INFORMATION AS MAY BE REQUIRED FOR GOOD ADMINISTRATIVE MANAGEMENT, FOR AUDITING, AND FUTURE PLANNING PURPOSES. IN ADDITION TO THE OFFICE OF THE CHIEF, THE MACHINE RECORDS DIVISION CONSISTS OF SEVEN BRANCHES: PUNCHING AND VERIFYING, PROCUREMENT ACCOUNTING, ALLOTMENT AND OBLIGATION, SPECIAL PROJECTS, PERSONNEL, VOUCHERED PAYROLL AND UNVOUCHERED PAYROLL.

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